Using SAT Rosters

Brought to you by the College Board

Spring 2017

CollegeBoard

Roster Tools

Selecting the right roster

- Online Attendance Roster
  - Used by the Test Center Supervisor
  - Used to plan rooms and track students testing on test day
  - Access online after receiving an email from Educational Testing Service (email.ets.org)
- Nonstandard Administration Report (NAR)
  - Used by the SSD Coordinator
  - Used to plan rooms and confirm students approved for accommodations for test day
  - Access online through the SSD Online System
- College Board Roster Report
  - Used to view all students registered for the SAT
  - Provides access to admission tickets and registration numbers.
  - Access online through the College Board Educator Portal

Online Attendance Roster

For the Test Center Supervisor

Online Attendance Roster

For Test Center Supervisors

- The online attendance roster will be used by the Test Center Supervisor

- Students will test with either purple or pink test books

- Students that appear on the roster will test on either the initial test date or the makeup test date.

- The students that will appear on the Online Attendance Roster include:

  - Standard Room: students testing without accommodations

  - Nonstandard room: students testing with accommodations such as extra/extended breaks or 50% extended time who are approved for 50% extended time and taking SAT, small group, four-function calculator, and permission to test blood sugar.

Before Test Day

Use the roster to:

- Refine the number of testing rooms needed, especially for nonstandard test-takers.

- Check your testing materials when you receive them to make sure that sufficient materials have been sent and no damage has occurred.

Accessing the Roster

- Look for the SAT School Day – Online Roster Access email from Educational Testing Service (ETS)
- Sign up as a new user

Look for the roster notification email

Sign Into Your Account

Returning User

User Name:
Forgot User Name

Password:
Forgot Password

☐ I agree that I will only use the Supervisor's Website for the explicit purpose of submitting legitimate honoraria and legitimate expense reimbursement information for a test that was administered and supervised by me. I agree that I am solely responsible for any breach of my obligations listed above and for the consequences of any such breach. I agree and understand that I am responsible for maintaining the confidentiality of the information in my account when accessing the Supervisor's Website.

Failure to adhere to these guidelines or submission of false or fraudulent information for honoraria and expense reimbursement may cause ETS to cease to use my services, revoke access to my account and take all appropriate legal steps against me.

Sign In

New User

- Submit Voucher online
- Add new staff online
- Access training material and updates
- Submit comment form online
- Submit Test Center Master Form (Test Center Supervisors only)

Sign Up

Select Sign Up

Create Your Account

- Provide information to create your account.
- Select **Service Provider Supervisor** as role

Create Your Account

- Enter your test center number.

Create Your Account

- Create your user name and password.

- You'll receive an on-screen confirmation that your account was created.

- You will also receive two emails:
  - One to confirm ETS has received your account information and request for access
  - One to confirm you have access to the roster

Login to Access the Roster

- Select **SAT** as the Program
- Choose **View SAT Test Center Rosters**

Access the Roster

- Select your School Day Test Center Number
- Enter the month and year of your test **042017** (April 2017)

Access the Roster

- Choose Attendance Rosters

Summary of Rosters

- You'll have access to the standard and non-standard rosters
  - Summary
  - Detail
- There is no separate "makeup" roster. You must track which students missed the initial administration to create a roster for makeup testing.

Summary View

- The summary includes a "Group Type" to help you determine how many types of rooms you need to plan for, as well as the number of test-takers for each type.

Category Type	Registered	Waitlist	Group Type
SAT	39	0	A1
SAT with Essay	0	0	
SAT Subject Tests	0	0	

Category Type	Registered	Waitlist	Group Type
SAT - No extra time or breaks Approved for small group, test blood sugar, etc	4	0	T1
SAT - Extended Time (includes extra breaks) Not approved for extended breaks	2	0	T5
SAT - Extended Time in Math only Not approved for extended breaks.	1	0	T7
SAT - Extended Time in Math only and Extended Breaks	1	0	T8

Marking the Roster

- Write the letter "P" next to each student who is present.
- Check the "Verify ID" column if the student is unknown to you.
- Later, when consolidating rosters, write the letter "A" next to absent students.
- Add the unregistered student's name, date of birth, address and phone number at the bottom of the roster and check the appropriate columns.

	Student's Name			Registration Number	P-Present/ A-Absent / X-No Entry	Date Of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Admin Ticket	High School Code	Opt Out Of Essay
	Last	First	M.I.										
1 *	COHEN	SAYAK		00428 32848		05/11/ 2001	M	N	N			0000 03	
2 *	HULETT	NICHOLAS	H	00428 32844		10/02/ 1999	M	N	N			1444 30	

Marking the Roster

Associate Supervisor's Responsibility

- In the non-standard rooms, the associate supervisor must
  - annotate the Roster to include all accommodations used by each test-taker.
  - add any approved accommodations other than those listed, specify the accommodation if provided to the student
  - note his or her own name on the Roster,
  - make copies of the nonstandard pages of the Roster, and give them to the supervisor for return in the gray envelope.

Decoding Non-Standard Accommodations

056	Other assistance — SSD staff will confirm
066	Auditory amplification

Students with any of these accommodations must be tested in the nonstandard testing room. Extended-time accommodations are applied depending on the test taken.

Code	Accommodation
039	Extended breaks
040	Extra breaks
068	Permission to test
069	Small group setting

Code	Extended Time Accommodation
016	50% Reading extended time

(Group Type: T8)

ET = 50% extended time

NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted. If a test taker chooses to opt in or out of the essay at check in, please indicate by making an X in the "Opt Into Essay / Opt Out Of Essay" column.

Student's Name			Registration Number	P-Present/ A-Absent / X-No Entry	Date Of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Admin Ticket	High School Code	Opt Into Essay
Last	First	M.I.										
SNOWDEN ET Has accommodations: **ET=MATH ONLY** 039, 018	RICHARD		004283 4497		05/13/ 1997	M	N	N			4721 10	

time   Extended time for all tests

Note – some students may receive extended time on the entire test or, on specific sections. The roster and decoder will indicate this ➡

Best Practices

Your roster is an important record-keeping document

- Download your roster in Excel or PDF format.

- Use excel to create room rosters for each associate supervisor.

- Use the Roster to finalize room planning
  - The Summary View is divided into Groups with Standard testing and Nonstandard testing.
  - The Summary View displays total registrants by "Group Type". Registrants within the same group may test in the same room and are displayed together on the Attendance Roster.
  - You can't test different group types in the same room.

- Identify any students who did not test so you can prepare your roster of students for makeup testing. You should submit a makeup material request for these students.

- Keep your annotated copy on file for 6 months following the test.

Students Who Do Not Appear on the Roster

Work with the SSD Coordinator to account for all students.

- Be aware that some students may not appear on your rosters on test day. If you have enough materials:
  - assign them to the standard room or the appropriate non-standard room based on their approved accommodation request in SSD Online.
  - Manually add them to the appropriate roster.
  - Have students complete a paper registration form.
- If there are not enough materials, you will need to request materials when you receive the email regarding makeup materials.

Nonstandard Administration Report

For the SSD Coordinator
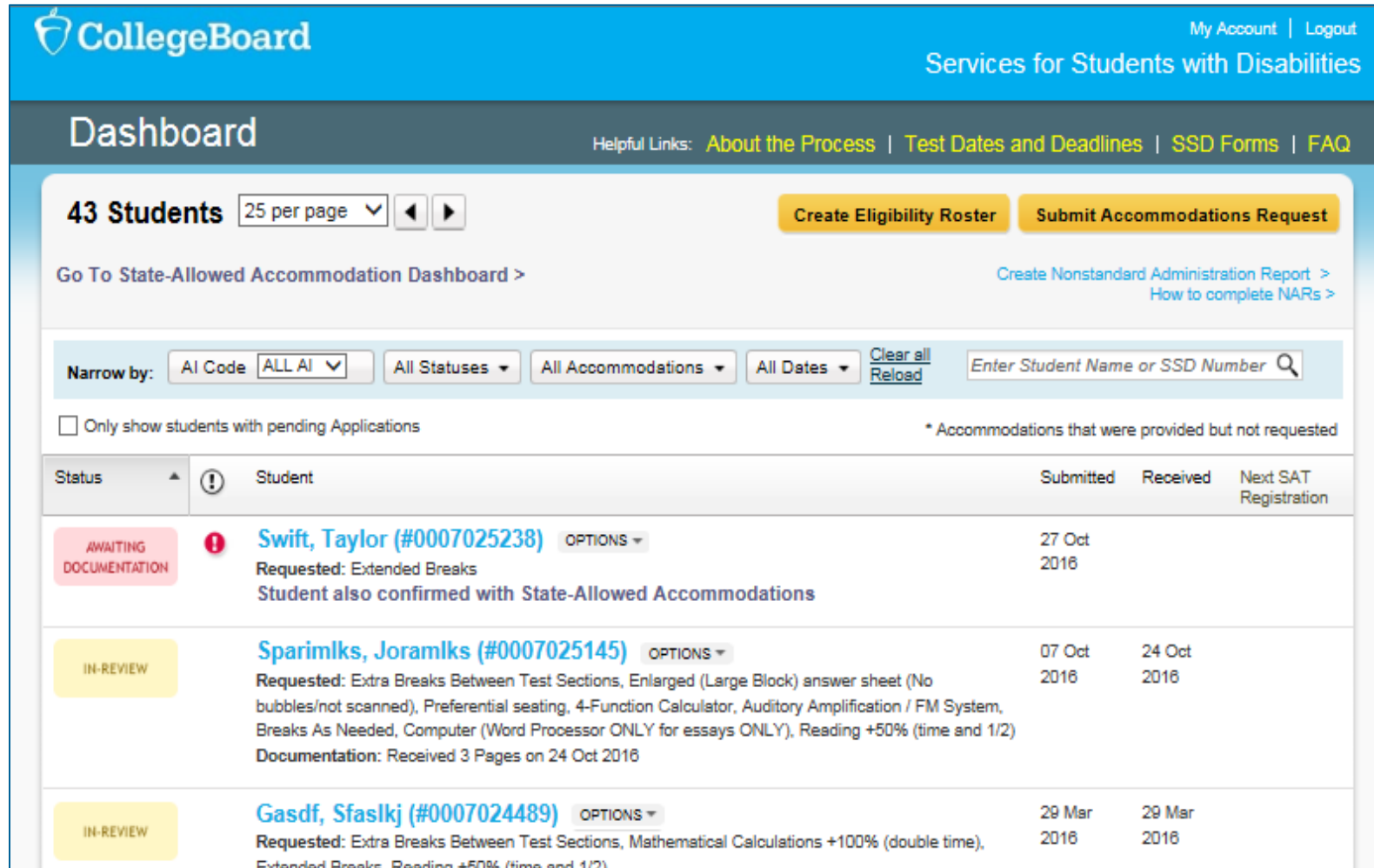
Nonstandard Administration Report (NAR)

For the SSD Coordinator

- SSD Coordinators are responsible for testing students with school-based accommodations.

- The students that will appear on the NAR include:
  - Students testing with approved accommodations such as 100% extended time, Braille, MP3 Audio, Assistive Technology Format.

- A Nonstandard Administration Roster (NAR) is available for download on SSD Online.
  - Students appearing on this roster will be tested in either the blue room(s) for college-reportable or the lime-green room(s) for non-college reportable.
  - The roster provides the approved accommodations for each student.
  - SSD Coordinators will be asked to complete attendance information for each tester and return with their testing materials.

- Use the NAR to plan testing as well as to officially record attendance and accommodations received on test day.

Accessing the NAR

- ➢ Login to: www.collegeboard.org/ssdonline
- ➢ Choose to Create Nonstandard Administration Report

NAR Summary Report

Work with the Test Center Supervisor to account for all students.

- Use the summary report to check that all students appear with approved accommodations.

- If a student is missing from the Online Attendance Roster or the NAR, contact the SSD Office for assistance.

- Use the summary report for initial room planning.

- Students requiring different testing schedules must be tested in separate rooms.

SAT Specific Test Date – School Day Test Version

SAT Specific Test Date – School Day Test Version (Summary Roster)

2012 SAT® Nonstandard Administration Report

_____

Date Generated:	**Mar 8, 2012**
School Code:	**342027**
School Name:	**FIRST FLIGHT HIGH SCHOOL**
	100 Veteran Drive, Kill Devil Hills, NC 27948, US
Test Date:	**Mar 10, 2012**

The following is a summary roster of students testing with College Board approved accommodations. Detailed Nonstandard Administration Reports for each student are available in the following pages. and listed in the same order as in the tables below.

- The students listed below are grouped by the test type for which they are registered (SAT test and SAT with Essay test and their approved accommodations are indicated. On test day students taking different types of tests (SAT test and SAT with Essay test) must test in separate rooms.
- Additionally, students whose accommodations require different testing schedule (e.g. extended time vs extra breaks vs standard timing) should test in separate rooms to minimize distractions during testing.

SAT

LAST NAME	FIRST NAME	SSD#	Accommodations
CONNELLY	KATY	#0004118359	
FERRELL	GABRIELLA	#0007156089	
GUY	FIERY	#0007156098	

NAR Detail Report

- Organize the detailed reports for each student by testing room.

- On test day, complete the "Test Administration Start/End Date" lines.

- Check each accommodation that is utilized.

- Return the NAR and used answer sheets in the gray envelope.

2014 SAT® Nonstandard Administration Report (NAR)

Date Generated:	August 08, 2014
School Code:	331485
School Name:	CORINTH HIGH SCHOOL
	105 OAK ST
	CORINTH , NY,12822-1203 , US
Test Date:	_____

De Troye, Leah (#0007205037)

DOB: April 24, 1997 Gender: Female   Test Administration Start Date: _____

___ Check here if student was absent   Test Administration End Date: _____

Test Information

Approved Accommodations: Please check all accommodations used by student.

___ Reading +100% (double time): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test.

___ Mathematical Calculations +100% (double time)

___ Writing +100% (double time)

Comments: _____

Best Practices

Your roster is an important record-keeping document

- Review the NAR several weeks ahead of time so you can allocate rooms between groups.
  - Students testing with different schedules should be tested in separate rooms.
  - Students testing with state allowed accommodations must be tested in separate rooms.
- Check the NAR again as close to the test date as possible, for updates. Contact the SSD office if any information is incorrect or if any students' names are missing.
- Print the NAR for test day. Mark students as present or absent and annotate the NAR confirming the accommodations used by students.
- After the administration, make a copy of the NAR for your files and return one copy of the completed NAR with used answer sheets.
- Keep your annotated copy on file for 6 months following the test.

Changing Students to Nonstandard or Standard Testing

- Students who have last-minute approval for accommodations
  - Students may need to change from a standard testing room to a nonstandard testing room.
  - If you have enough books, and the student doesn't need an alternate format of the exam, you can move the student to the nonstandard testing room.
- A student who opts not to use his or her approved accommodation must provide a written note signed by the student's parent or guardian. The note must be included with a completed SIR when returning test materials.
- Mark student absent on standard roster, and add him or her to the nonstandard roster.

Running the Roster Report

- Login to the College Board Report Portal
- Run the Roster Report

Use the Roster Detailed Report for a specific assessment to:

- See a list of students and their scores on a single test.

- Filter by demographics.

- Drill down for info on individual students.

- View student access codes.

- Batch-print score reports and labels.

- Access AP Potential™.

Access the Roster Detailed Report

Access the Roster Detailed Report from the Roster Report Summary

View Students, Registration Numbers, and More

Tab Design
- Intuitive tab design helps educators find exactly what they need

Registration Numbers
- Educators can access registration numbers from the student roster

Student Roster
- List of all students who took a particular assessment

Note: All data is illustrative

Customize Fields to Get Student Data Most Relevant to Your Needs

≡ Reports | Barker High School |

Q SEARCH

< Back to Summary

152 Test Takers

This School's AP Potential Tool Access Code: 465171

SAT & SAT Subject Test (Sep 2015 - Aug 2016) Roster Report Details

▼ Roster Report Filters

AP Potential Tool   EXPORT

| All Students Roster | Score Reports / Labels Printing | Admission Tickets Printing |

Check All   Clear All   Restore to default

Cancel   Apply

Basic Student Info
- ☐ Sex
- ☐ Race / Ethnicity
- ☐ Date of Birth
- ☑ Grade

Registration Info
- ☐ Assessment
- ☐ Registration Date
- ☑ Registration Number
- ☑ Test Date
- ☐ Absent Indicator
- ☑ Test Fee Waiver Indicator
- ☐ Accommodations
- ☐ College Score Sends

Test Center
- ☐ Registered Test Center Name
- ☐ Administered Test Center Name
- ☐ Registered Test Center City
- ☐ Administered Test Center City

SAT Scores
- ☑ Total & Section Scores
- ☐ Test & Cross-test Scores
- ☐ Subscores
- ☐ Essay Scores
- ☐ Benchmarks
- ☐ Percentiles

AP Potential
- ☐ AP Potential

SAT Subject Test Scores
- ☐ SAT Subject Test Score
- ☐ SAT Subject Test Subscores
- ☐ SAT Subject Test Percentiles

Total Score ⑦

1080

940

CollegeBoard

Apply Filters To See Only What You Need

SAT & SAT Subject Tests

Note: All data is illustrative

Export to Excel

Easily save or print the report

Note: All data is illustrative

Print Score Reports and Labels

Note: All data is illustrative

Roster Detailed Report

Admissions Ticket Printing (SAT Only)

Note: All data is illustrative

Thank You!